



Susan Bass Levin  
Chairman

Marge Della Vecchia  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** September 18, 2006

**JOB TITLE:** Manager of Procurement

**SALARY:** ( R13 ) ( \$ 53,756 ) - ( \$ 75,641 )

**DIVISION:** Administration

**FL STATUS:** Exempt ☒ Non-Exempt ☐

**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

The NJHMFA, a leader in financing developers in the production of affordable housing and providing home mortgage assistance for first time home buyers and low/moderate income families, is seeking a Manager of Procurement services to manage the unit under the supervision of the Director of Administration, which includes the areas of the purchase of goods and services, construction contracts and other administrative functions. If you can coordinate the procurement and distribution of supplies and services; review purchase requests; create, maintain, and provide appropriate policies and procedures for soliciting quotations, bids and proposals; manage supplies, cost quality and delivery performance; follow up on purchases; and have the ability to write bid proposals then this job is for you!

#### **Additional Responsibilities:**

- Prepare fiscal year end budget for the Procurement unit;
- Ability to analyze data and evaluate bid proposals in accordance with HMFA policies and procedures;
- Research and prepare concise and accurate correspondence;
- Supervise work performance of subordinates, provide employee performance evaluations, and conduct and/or recommend training where appropriate; and perform other related duties as required.

### **MINIMUM REQUIREMENTS**

#### **1) EDUCATION:**

Four (4) year college degree in a related field.

#### **2) EXPERIENCE / SKILLS:**

Five (5) years of relevant experience and three (3) years of supervisory experience; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Knowledge of State procurement practices and procedures; budgeting; principals and practices of effective application and use of technology and internet resources in purchasing services; ability to prepare accurate and concise bid proposals and to supervise the work performance of others & conduct performance evaluations; excellent verbal and written communication skills. Proficiency in Microsoft Office environment. Must be able to establish effective working relationships with HMFA staff and the general public and to lead and motivate others.

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.**

**THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**